

ADVERT ID 236743

## Manager

### Villierstown Montessori School

Villierstown Cappoquin P51 H7XP



#### MAIN DETAILS

**Status:** Active  
**Level:** Pre-School  
**Date Posted:** Thu Jun 5 2025  
**Application Closing Date:** Fri Jun 27 2025  
**Commencement Date:** Mon Aug 4 2025  
**Status of Post:** Permanent Full Time

#### SCHOOL DETAILS

**School Structure:** Montessori  
**Associated Professional Body:** ECI  
**Total Number of Staff:** 6  
**Current Enrolment:** 70

#### POST DETAILS

**Additional Information:**  
Montessori School Manager in West Waterford

\*\*\*HIRING FOR AUGUST 2025\*\*\*

We are a Montessori School based in Villierstown, West Waterford, currently recruiting for a full-time Manager working on the floor on a daily basis.

The successful candidate will oversee all aspects of the Montessori preschool and School Aged Childcare services, ensuring its smooth operation, and providing leadership and support to the staff and children. The successful candidate will be responsible for implementing the Montessori philosophy, ensuring compliance with regulations, and fostering a positive learning environment.

This position will suit someone who is passionate about introducing the world to our children through the Montessori environment. We seek someone who is knowledgeable of the Montessori philosophy and curriculum, who is a passionate educator and who will work to provide a safe, secure and healthy learning environment for our preschool and School Aged children.

School Details:  
School Structure: Early Learning Centre  
Associated Professional Body: Early Childhood Ireland  
Total Number of Staff: 6  
Current Enrolment: 40 ECCE & 30 SAC

#### Key Duties & Responsibilities:

- **Leadership and Management:**  
Providing leadership, direction, and coordination for the Montessori program, ensuring it aligns with the Montessori philosophy
- **Staff Supervision and Development:**  
Supervising and supporting staff, encouraging professional development opportunities, and

managing their performance.

- Curriculum Implementation:

Overseeing the planning, implementation, and review of the Montessori curriculum, ensuring it meets the individual and group needs of the children.

- Regulatory Compliance:

Ensuring compliance with all relevant regulations, including Pobal, Tusla & DES

- Communication:

Maintaining strong communication with parents and the wider community.

- Quality Assurance:

Regularly assessing and evaluating the quality of the service and identifying areas for improvement.

- Student Support:

Supporting students in developing practical life skills, social skills, and independence through hands-on activities.

- Administrative Tasks:

Managing administrative tasks, such as record-keeping, reporting, and maintaining student files. (The service employs a secretary to complete remaining administrative tasks)

Key Requirements:

Essential:

- Level 8 qualification in Early Years Education
- Qualification, training, experience in the Montessori method

Desired:

- Linc (Leadership for Inclusion in the Early Years) qualification

Other Requirements:

- 40-hour, in-person, work week, Monday to Friday
- Experience as a Room Leader in an Early Years Education setting
- Excellent Communication, Organisation and Interpersonal Skills
- Own transport required

Benefits:

- Competitive Salary (discussed at Interview Stage)
- Continuous Professional Development provided

To Apply:

Please e-mail a Cover Letter and CV to [admin@villierstown.ie](mailto:admin@villierstown.ie)

Application Closing Date:

Friday, June 27th, 2025

## APPLICATION REQUIREMENTS

- Covering Letter
- CV (Digital)

Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

<b>Apply To:</b>	<a href="mailto:admin@villierstown.ie">admin@villierstown.ie</a>
<b>County:</b>	Waterford
<b>Enquiries To:</b>	<a href="mailto:admin@villierstown.ie">admin@villierstown.ie</a>

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